

# Methods and Metrics Team Meeting

Florence, Italy

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Allison Barnard Feeney  
NIST

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## Agenda

- ◆ Project status update
  - Leadership
  - Actions
  - Schedules
- ◆ Issues against methods documents
  - Procedure for handling issues
  - Current issues
    - ▼ Mapping Table
    - ▼ Supplementary Directives
- ◆ Review of team tasks from Handbook

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## Project leadership

- ◆ Guidelines for AIM development (SC4 N532)
  - ▼ Leader: Allison Barnard Feeney/Mitch Gilbert
- ◆ Guidelines for development of mapping tables (SC4 N533)
  - ▼ Leader: Allison Barnard Feeney/Diane Craig
- ◆ Guidelines for AIC development (SC4 N534)
  - ▼ Leader: Vacant/Allison Barnard Feeney
- ◆ Guidelines for the development and approval of STEP application protocols (SC4 N535)
  - ▼ Leader: Mark Palmer/Mitch Gilbert
- ◆ Guidelines for ATS development (SC4 N536)
  - ▼ Leader: Jim Kindrick
- ◆ Supplementary directives for the drafting and presentation of ISO 10303 (SC4 N537)
  - ▼ Leader: Vacant/Vacant
- ◆ Procedures for application interpretation (QC N027, on SOLIS)
  - ▼ Leader: Linas Polikaitis

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## Project actions

- ◆ Guidelines for development of mapping tables (SC4 N533)
  - ▼ Draft resolutions for outstanding issues
  - ▼ Consensus on formal grammar
- ◆ Guidelines for ATS development (SC4 N536)
  - ▼ Review SC4 N637 draft resolution
- ◆ Supplementary directives for the drafting and presentation of ISO 10303 (SC4 N537)
  - ▼ Need leader!
  - ▼ Incorporate Directives Part 3
  - ▼ Resolve outstanding issues (from QC N026 and others) edition
  - ▼ Extend to cover all SC4 standards
- ◆ Procedures for application interpretation (QC N027, on SOLIS)
  - ▼ Extend to cover all SC4 standards
  - ▼ Complete draft for comment
  - ▼ Complete draft for Standing Document ballot

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## Procedures for handling issues against Standing Documents

- ◆ Procedures for change in SC4 Handbook
  - Changes made by SC4 Resolution
  - Must not be same-day resolution
  - Must list parts affected/not affected by change
- ◆ How to best use this process?
  - Objective:
    - ▼ Prevent last-minute changes
    - ▼ Minimize number of resolutions put forward to SC4
  - Ideas:
    - ▼ Periodic re-issue of whole document
    - ▼ Mechanism for grouping issues and reissuing
    - ▼ Frequency? Every 12 months or justify emergency

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## Procedures for handling issues against Standing Documents (cont'd)

- ◆ Need procedures for accepting/resolving issues
  - Ideas...
    - ▼ Maintain log including outstanding issues from prior ballots
    - ▼ SC4 community to send new issues to QC exploder
    - ▼ Document owner to form team to resolve
    - ▼ Draft resolution circulated on QC exploder
    - ▼ Final resolution forwarded to SC4
  - Document agreed-upon procedures in SC4 Handbook
  - Promote procedures within SC4

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## Current Issues

- ◆ Supplementary Directives
  - AP Annex D boilerplate
  - AP Mapping Table boilerplate
- ◆ Mapping Table Guidelines
  - Extension of =
  - Change to rule referencing mechanism
  - Clarification of reference path for (), [], <> where path not required for one option

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## Methods and Metrics -- Tasks

- ◆ develop and document quality procedures for SC4 project deliverables. Obtain review and approval of SC4 community;
- ◆ document and maintain quality procedures and documentation guidelines as one or more SC4 standing documents. Ensure consistency across development procedures and guidelines documents;
- ◆ identify voids in methods documentation needed to produce SC4 project deliverables;
- ◆ address issues on SC4 methods documents in conjunction with appropriate working groups;
- ◆ develop metrics for assessing quality of SC4 products and provide to project team and reviewers.

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